

## PLANNING AND CODE DEPARTMENT OVERVIEW

### MISSION:

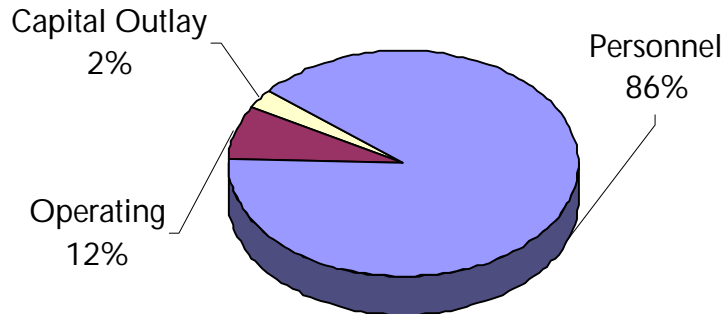
To enhance the quality of life in the City by:

- Promoting City-Wide health, public safety, and welfare;
- Facilitating current and long-range planning and development; and
- Disseminating information in a manner that is complete, efficient, and customer service-oriented.

<b>Budget Summary</b>	<b>Budgeted 1998 - 99</b>	<b>Budgeted 1999 - 00</b>	<b>Proposed 2000 - 01</b>	<b>Adopted 2000 - 01</b>
Planning	1,119,046	901,576	926,155	\$ 926,395
Code Administration	163,890	1,332,190	1,437,158	1,437,158
Animal Control	\$ 803,625	222,237	209,651	219,701
<b>TOTAL</b>	<b>\$ 2,086,561</b>	<b>\$ 2,456,003</b>	<b>\$ 2,572,964</b>	<b>\$ 2,583,254</b>

# PLANNING AND CODE DEPARTMENT OVERVIEW

Planning and Code Administration  
FY 2001 Budget of \$2,583,254



## STAFFING SUMMARY BY POSITION:

<b>Planning:</b>	<b>FY 00</b>	<b>FY 01</b>
Director of Planning & Code Administration	1.0	1.0
Urban Design Director	1.0	1.0
Senior Planner	1.0	0.0
Planner	3.0	4.0
Graphics Manager	1.0	1.0
Planning Analyst	1.0	1.0
Recording Secretary	1.0	1.0
Permit Analyst	1.0	1.0
Staff Assistant	1.0	1.0
Receptionist	1.0	1.0
Part-Time Personnel	3.1	3.1
<b>Subtotal</b>	<b>15.1</b>	<b>15.1</b>

<b>Animal Control:</b>	<b>FY 00</b>	<b>FY 01</b>
Senior Animal Control Officer	1.0	1.0
Animal Control Officer	1.0	1.0
Secretary	1.0	1.0
Employment Agreement Personnel	0.0	1.0
Part-Time Personnel	1.1	0.2
<b>Subtotal</b>	<b>4.1</b>	<b>4.2</b>

<b>TOTAL:</b>	<b>FY 00</b>	<b>FY 01</b>
Personnel	<b>42.4</b>	<b>42.5</b>

<b>Code Administration:</b>	<b>FY 00</b>	<b>FY 01</b>
Fire Marshall	1.0	1.0
Neighborhood Services Director	1.0	1.0
Permits and Inspections Director	1.0	1.0
Senior Plans Examiner	1.0	2.0
Senior Electrical Reviewer	1.0	1.0
Site Development Coordinator	1.0	1.0
Neighborhood Enhancement Coordinator	1.0	1.0
Plans Examiner	1.0	0.0
Construction Codes Inspector	3.0	3.0
Rental Housing Inspector	1.0	1.0
Office Manager	0.0	1.0
Administrative Secretary	1.0	0.0
Permit Analyst	3.0	3.0
Secretary	1.0	1.0
Employment Agreement Personnel	2.7	2.7
Part-Time Personnel	3.5	3.5
<b>Subtotal</b>	<b>23.2</b>	<b>23.2</b>

### SERVICES PROVIDED:

This activity provides information to citizens and advises officials on zoning and development matters, and processes planning-related applications including, but not limited to, rezonings, text amendments, site development, and subdivision reviews. Staff is also responsible for adoption and revision of the City's Master Plan, promoting citizen participation, coordinating urban design projects and disseminating planning-based GIS throughout Planning and Code Administration.

### FY WORK PLAN GOALS:

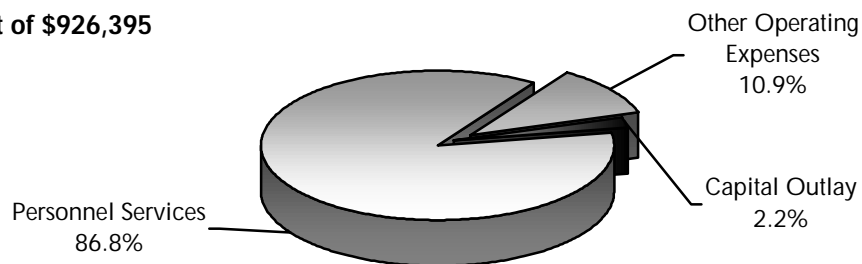
- Expand use of GIS
- Implement Olde Towne and Frederick Avenue Corridor Plans
- Implement traffic and transportation management strategies to improve the safety, structure and function of streets, transit, bikeways and sidewalks within the City

### SIGNIFICANT CHANGES FOR FY 01:

- 222 - Photographic supplies decrease of \$9,000, transferred to IT in support of long term phase-in of new aerials.
- 730 - R&M/Machinery reduced by \$8,805 for actual cost associated with new copier.

Summary	Budgeted 1998 - 99	Budgeted 1999 - 00	Proposed 2000 - 01	Adopted 2000 - 01
Personnel Services	\$710,208	\$770,336	\$804,495	\$804,495
Other Operating Expenses	105,905	110,400	101,144	101,384
Capital Outlay	25,535	20,840	20,516	20,516
<b>TOTAL</b>	<b>\$841,648</b>	<b>\$901,576</b>	<b>\$926,155</b>	<b>\$926,395</b>

**Planning**  
**FY 2001 Budget of \$926,395**



Performance Indicators	Actual 1998 - 99	Budgeted 1999 - 00	Projected 2000 - 01
Number of Site Plans Received	97	120	120
Number of Passports Issued	2,450	3,000	3,800
Number of HAWP's Received	13	8	8

### SERVICES PROVIDED:

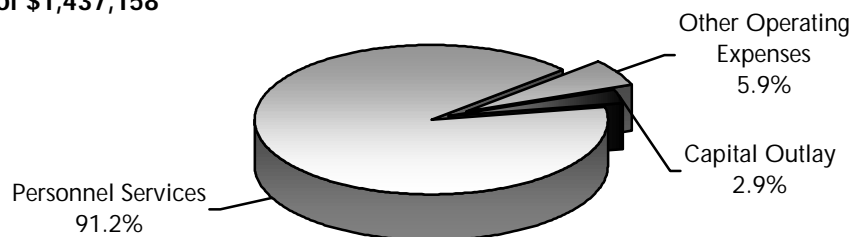
This activity is responsible for environmental and building safety on public and private sites via plans examination, bond administration, permit issuance, and inspection of safety and fire code aspects of building construction. In addition, this activity administers and enforces City codes regarding property maintenance, public nuisances, rental housing, and landlord-tenant relations.

### FY WORK PLAN GOALS:

- Ensure safe living conditions for older housing stock
- Full implementation of Housing Rehabilitation Program
- Perform all inspections on same day request is made
- Update Road Code

Summary	Budgeted 1998 – 99	Budgeted 1999 – 00	Proposed 2000 – 01	Adopted 2000 – 01
Personnel Services	\$1,204,620	\$1,203,095	\$1,310,323	\$1,310,323
Other Operating Expenses	66,450	80,665	84,787	84,787
Capital Outlay	36,370	48,430	42,048	42,048
<b>TOTAL</b>	<b>\$1,307,440</b>	<b>\$1,332,190</b>	<b>\$1,437,158</b>	<b>\$1,437,158</b>

**Code Administration**  
FY 2001 Budget of \$1,437,158



Performance Indicators	Actual 1998 – 99	Budgeted 1999 – 00	Projected 2000 – 01
Number of Permits & Licenses Issued	4,187	4,000	4,000
Number of Inspection Requests Received	9,334	15,000	11,000
Number of CiviCall Complaints Received	1,032	916	1,300

### SERVICES PROVIDED:

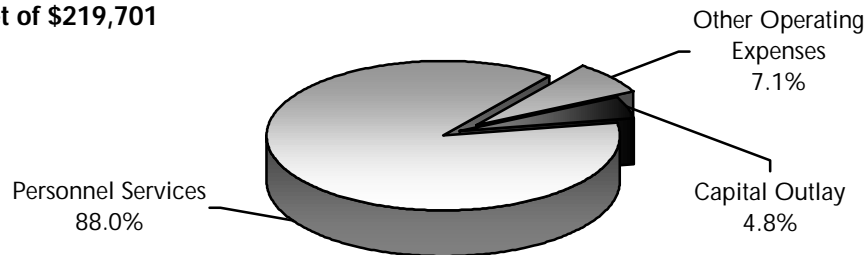
This activity is responsible for enforcing Animal Control Ordinances and promoting the humane treatment of all animals. Typical activities include the processing of animal licenses, sponsorship of rabies clinics, and community outreach.

### FY WORK PLAN GOALS:

- Continue expanded Animal Education
- Develop inspection process/schedule to monitor commercial kennels
- Develop marketing brochures (for public distribution) to highlight Animal Control services

Summary	Budgeted 1998 – 99	Budgeted 1999 – 00	Proposed 2000 – 01	Adopted 2000 – 01
Personnel Services	\$161,342	\$196,677	\$183,394	\$193,444
Other Operating Expenses	20,475	14,815	15,652	15,652
Capital Outlay	3,000	10,745	10,605	10,605
<b>TOTAL</b>	<b>\$184,817</b>	<b>\$222,237</b>	<b>\$209,651</b>	<b>\$219,701</b>

**Animal Control**  
**FY 2001 Budget of \$219,701**



Performance Indicators	Actual 1998 – 99	Budgeted 1999 – 00	Projected 2000 – 01
Number of Licenses Issued	2,028	2,050	2,048
Number of Calls Received	1,265	1,200	1,328
Number of Bite Reports	61	50	72